
CITY OF GALLATIN COUNCIL COMMITTEE MEETING

July 9, 2013

6:00 pm

**Dr. J. Deotha Malone
Council Chambers**

- Call to Order: Councilman Hayes Presiding
- Roll Call: Vice Mayor Alexander – Brackenbury – Camp – Hayes – Kemp – Mayberry – Overton – Mayor Graves
- Approval of Minutes: June 25, 2013 Council Committee Meeting
- Public Recognition
- Mayor's Comments

AGENDA

1. Road Abandonment (**James Fenton, EDA**)
2. Health and Dental Plans Agents of Record (**Amy Summers, Personnel**)
3. Request for Direction: 2013/2014 Community Enhancement Grants (**Rachel Nichols, Finance/IT**)
4. Tilt-up Buildings (**James Fenton, EDA**)
5. Natural Substance Shop (**Councilwoman Brackenbury**)
6. Distillery Opt Out (**Councilman Overton**)
7. Applicants for Personnel Official/Director of Human Resources (**Rosemary Bates, Mayor's Office**)
8. Fiscal Year 2013-14 Budget (**Mayor Graves**)

- Other Business
- Department Head Reports
- Adjourn

City of Gallatin Council Committee Meeting

Tuesday, June 25, 2013
Dr. J. Deotha Malone Council Chambers
Gallatin City Hall

PRESENT:

Mayor Jo Ann Graves
Vice Mayor John D. Alexander
Councilwoman Julie Brackenbury
Councilman Steve Camp
Councilman Craig Hayes
Councilwoman Anne Kemp
Councilman Ed Mayberry
Councilman Jimmy Overton

ABSENT:

OTHERS PRESENT:

Rosemary Bates, Special Projects Director
Vickie Willoughby, Finance Dept.
Nick Tuttle, City Engineer
Amy Summers, Interim Personnel Official
Ann Whiteside, Mayor's Office
Connie Kittrell, City Recorder
Gallatin Newspaper, Reporter
David Brown, Leisure Services Dir.

Don Bandy, Police Chief
Ronnie Stiles, Public Works Dir.
Billy Crook, Fire Chief
David Gregory, Public Utilities
Katherine Schoch, Codes/Planning
News Examiner, Reporter
James Fenton, EDA

Call to Order

Councilman Craig Hayes called the meeting to order at 6:00 P.M.

Approval of Minutes

Councilman Hayes presented the minutes of the June 11, 2013 Council Committee Meeting for approval.

Councilman Overton made motion to approve; Councilwoman Brackenbury seconded. Motion carried with 7 ayes and 0 nays.

Public Recognition

Councilman Hayes opened public recognition.

- Randy Lucas of 111 College Street stated he was present on behalf of the Community Development Corporation First Baptist Church on North Winchester. Mr. Lucas stated this organization is doing one clean-up day this year on September 14th and they will need the trash picked-up by the city on September 16th. Mr. Lucas provided maps to council members of the clean-up area.

Vice Mayor Alexander made motion to approve; Councilman Camp seconded. Motion carried with 7 ayes and 0 nays.

- Charles Timothy Durham spoke about the First United Methodist Church proposed parking garage and discussing this on the internet.
- Phil Flack of 212 Woodlake Drive spoke about the noise from Awedaddy's at the Gallatin Marina. Mr. Flack cited several sections from the Gallatin Zoning Ordinance.
- Bart Highers, representing Gallatin Marina, provided informational materials to Council. Mr. Highers stated the Marina wants to be a good neighbor. Mr. Highers referenced the proposal he sent to City Attorney Joe Thompson and highlighted the modifications made by the Marina to reduce the noise level.

Mr. Highers added that he plans to work with Mr. Philip Kelly, representing the complainants, to open a line of communication to resolve the noise issue.

- Tim Rayborn of 975 Aqua Drive stated this is his fourth time to come before the council on this issue. Mr. Rayborn requested to not hear the music from the Marina inside his home. Mr. Rayborn gave examples of Gallatin Police Officers witnessing the music inside his home.
- Floyd Lessmann of 978 Aqua Drive discussed the noise issue from the Marina. He stated he could not hear the music in his home.
- Susan Oliver of 963 Aqua Drive stated that she has the right to not have the music in her home. She also spoke about property values and disclosing public nuisances. Ms. Oliver asked that the music not be a problem.

- Paul Bowler from Franklin stated he has a boat docked at the Marina and since the Marina has made the changes he cannot hear the music inside his boat. Mr. Bowler added that the Marina is a great asset to Gallatin and encouraged everyone to be a good neighbor.
- Neil Laffely of 963 Aqua Drive spoke about the profanity, the excessive noise inside his home and the need for enforcement.
- Lyndell Flack of 212 Woodlake Drive stated she was tired of the noise from the Marina. Ms. Flack stated she wants to sit on her porch or go into her home and not hear the music. She requested them turn the music down, use the law and enforce the law.
- Philip Kelly, representing the Aqua Drive complainants, stated there is no opposition to the music. He requested they have the music at a comfort level that will entertain the people at the Marina but not cause disruption to the people in the neighborhood.

Mr. Kelly stated they are willing to sit down with the Marina to resolve this issue to the satisfaction for both parties.

- Kim McMahan of 954 Aqua Drive stated that her dock backs up to the Marina dock and she enjoys the music. She added that she could not hear the music inside her home.

With no one else wishing to speak, Councilman Hayes closed public recognition.

Agenda

Councilman Hayes requested moving Item #4. to the top of the agenda. There was no objection from council.

4. Awedaddy's Noise Complaints

Interim Planning/Codes Director Katherine Schoch made a power point presentation to Council.

Ms. Schoch highlighted the changes the Marina has made to the music shelter to try to reduce the noise levels. Ms. Schoch pointed out a relatively newly constructed dry dock storage building and stated that the noise maybe bouncing off this building and the water.

She provided information from the Zoning Ordinance on decibel levels; stating residential uses and commercial uses have the same requirements.

Ms. Schoch stated the staff recommendation is to overhaul the entire noise ordinance to increase the maximum decibel level for all uses, add levels for different uses and possibly separate residential uses from commercial uses.

Ms. Schoch added that staff reviewed other communities and their policies on noise.

Ms. Schoch stated she needs more research on this issue before making a recommendation.

Councilman Overton requested this item deferred for four (4) weeks to allow the parties to get together and determine a resolution.

Councilman Hayes requested Ms. Schoch meet with Mr. Flack concerning his presentation.

1. Re-Appointment of Al Bennett to the Power Board

Mayor Graves stated Mr. Bennett currently serves on the Power Board and this is a re-appointment.

Councilman Overton made motion to approve; Councilman Camp seconded. Motion carried with 7 ayes and 0 nays.

2. Re-Appointment of Dave Popen to the EDA Board

Councilman Overton made motion to approve; Councilman Mayberry seconded. Motion carried with 7 ayes and 0 nays.

3. Distillery Opt Out

Councilman Overton requested this item be deferred until the next work session.

5. Lorraine Drive and Wayne Street for Project 109

Councilman Camp stated he met with most of the residents in this area concerning closing Lorraine Drive. Councilman Camp stated the majority of the residents want the road to stay open.

Discussion continued.

Greg Hamilton, TDOT Project Manager for the 109 Project, stated one of the reasons for closing the road was the impact it would have on the resident's front yards on 109 South. Mr. Hamilton stated that it would take the majority of the front yards of the first six houses. Mr. Hamilton stated the cost is not an issue, it's in the budget.

Mayor Graves requested City Engineer Nick Tuttle address this.

Mr. Tuttle explained this issue has been back and forth. He stated the important thing was the City of Gallatin signed a Corridor Management Agreement on SR 109 with the State and a few other communities and organizations.

Mr. Tuttle continued that one of the top priorities in the Corridor Management Agreement for SR 109 Project was access management. Mr. Tuttle added that this is an opportunity to reduce an access point on 109 that is a safety concern and this is a step in honoring that agreement.

Councilman Camp made motion to recommend leaving Lorraine Drive open; Vice Mayor Alexander seconded. Motion carried with 7 ayes and 0 nays.

6. Fiscal Year 2013-14 Budget

Councilwoman Brackenbury requested Mayor Graves, Rachel Nichols and David Brown meet to discuss workable solutions to the amendments she has made for the Civic Center.

Other Business

There was no other business.

Department Head Reports

Special Projects Director Rosemary Bates provided the monthly report on Grants.

Johnny Smith of the Gallatin Fire Department invited everyone to the Dedication of the Fire Boat on July 2nd at 2:00 P.M. at Flippers Marina.

Mr. Smith informed Council he was leaving the City next week after 16 years and going to work for the Sheriff's Department. Mr. Smith also requested the City add another Training Officer for the Fire Department.

Leisure Services Director David Brown stated the Sertoma Club Tractor Pull set for later this year will end promptly at 10:00 P.M.

Councilwoman Brackenbury requested the new business, The Natural Substance Shop located on South Water be on the next work session for discussion.

Adjourn

With no further business to discuss, Councilman Hayes adjourned the meeting.

Mayor Jo Ann Graves

City Recorder Connie Kittrell

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 9, 2013

DEPARTMENT: EDA

AGENDA # 1

SUBJECT:

Road Abandonment

SUMMARY:

ABC Technologies is considering an expansion which would require the city abandon a portion of ABC Blvd. Representatives from Denham & Blythe will present.

RECOMMENDATION:

ATTACHMENT:

☐ Resolution
☐ Ordinance

☐ Correspondence
☐ Contract

☐ Bid Tabulation
☐ Other

Approved ☐
Rejected ☐
Deferred ☐

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 9, 2013

DEPARTMENT: Personnel/Human Resources

AGENDA # **2**

SUBJECT:

Health and Dental Plans Agents of Record

SUMMARY:

The City's Medical and Dental Plan contracts are up for renewal October 1, 2013. Utilizing the professional services of our current agents would be the most expedient and efficient method to analyze our best options.

RECOMMENDATION:

Appoint Kelly Coley of Coley & Lyles Insurance and Michael Wertenberger of Premier Benefits Group as designated Agents of Record for further analysis of medical and dental insurance options.

ATTACHMENT:

☒ Resolution
☐ Ordinance

☐ Correspondence
☐ Contract

☐ Bid Tabulation
☐ Other

Approved ☐
Rejected ☐
Deferred ☐

Notes:

RESOLUTION NO. R13Ø7-29

**RESOLUTION APPOINTING HEALTH AND DENTAL AGENTS OF RECORD
FOR THE CITY OF GALLATIN**

BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that Kelly Coley of Coley & Lyles Insurance and Michael Wertenberger of Premier Benefits Group are hereby appointed Agents of Record for health and dental insurance benefits for the October 1, 2013, renewal date.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that this resolution shall take effect from and after its final passage, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER

APPROVED AS TO FORM:

JOE THOMPSON, CITY ATTORNEY

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

7/9/2013

DEPARTMENT: Finance/I. T.

AGENDA # 3

SUBJECT:

requesting direction from Council regarding 2013/2014 community enhancement grants

SUMMARY:

requesting direction from Council regarding 2013/2014 community enhancement grants. Since we are operating under a Continuation Budget again, Council needs to direct the finance department on what to do with community enhancement requests that have already been received for FY2013/2014.

RECOMMENDATION:

none

ATTACHMENT:

☐ Resolution
☐ Ordinance

☐ Correspondence
☐ Contract

☐ Bid Tabulation
☐ Other

Approved ☐
Rejected ☐
Deferred ☐

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 9, 2013

DEPARTMENT: EDA

AGENDA # 4

SUBJECT:

James Fenton will present information on tilt-up buildings

SUMMARY:

RECOMMENDATION:

ATTACHMENT:

☐ Resolution
☐ Ordinance

☒ Correspondence
☐ Contract

☐ Bid Tabulation
☐ Other

Approved ☐
Rejected ☐
Deferred ☐

Notes:



July 3, 2013

To: Gallatin City Council
From: James Fenton
Re: Tilt-Up Construction

Dear Council,

As the EDA moves forward with its marketing efforts for Phase II of the Gallatin Industrial Complex, I wanted to make you aware of an item that will be coming in front of you in the near future.

Current design guidelines in IR (Industrial Restricted) ask for a brick façade. A majority of the quality industrial buildings currently being erected around the U.S. are using what is known as Tilt-Up construction. At its simplest description, the walls are poured lying on the ground and then tilted up into place.

My hope is that this type of construction will become allowed in IR zoning without the need to obtain a variance. I have included some examples of this type of construction, some of the examples I have shown to the Planning Commission.

Again, this is just to let you know what is coming your direction, no immediate action is necessary.

Please feel free to contact me should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Fenton", on a light-colored rectangular background.

James Fenton
Executive Director
Gallatin Economic Development Agency



FRIERSON

T.M. Frierson Contractor, Inc.

A Tradition of Integrity, Quality and Partnership



**Dell Computer Corporation
AM-2 Facility**



NASHVILLE, TENNESSEE

Manufacturing Area: 246,240 square feet

Office Area: 100,000 square feet

Utility Mezzanine: 15,000 square feet

Structural System: Steel Frame

Exterior Skin: Tilt-up Concrete

Dock Doors: 97

Clearance Height: 27'6"

Owner Contact: Kevin Theiss: (615) 795-6038



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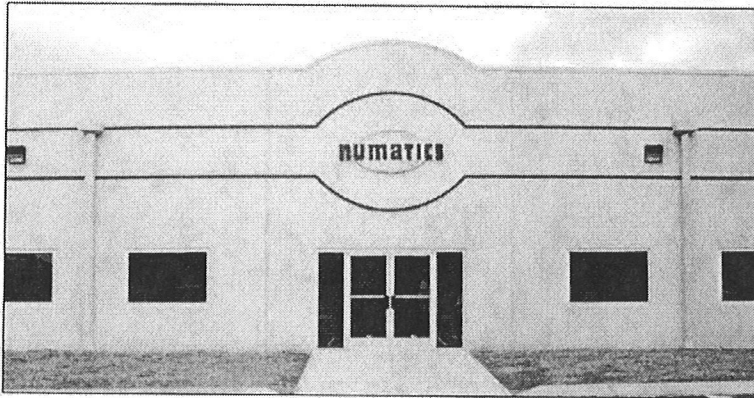
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FRIERSON

T.W. Frierson Contractor, Inc.

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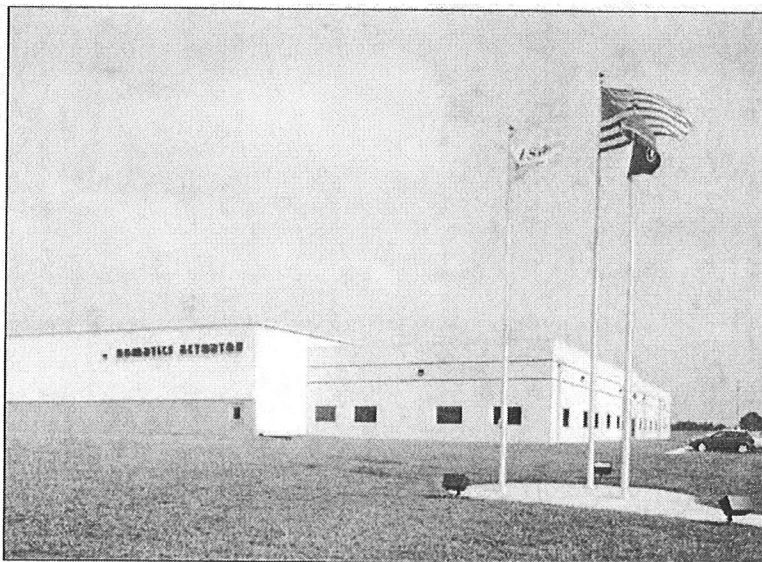


**Numatics Actuator
Mt. Pleasant, Tennessee**



Building Area:	77,300 Square Feet
Structural System:	Butler Pre-engineered
Building Exterior Skin:	Tilt-up Concrete; Metal Wall Panels
Roofing System:	Butler CMR-24 Roof System

The construction of this new 77,300 square foot production facility was on a time constraint of four and a half months. Timing was critical for the client, who was relocating from Franklin, TN and needed the new facility quickly. The building consists of tilt-up concrete and metal wall panels, along with a Butler CMR-24 Roof system. The facility is cooled with two air rotation units.



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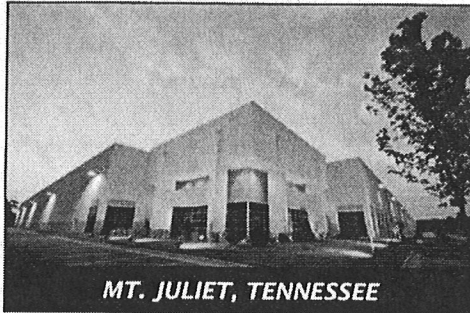
Design Constructors, Inc.



FRIERSON

T.W. Frierson Contractor, Inc.

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MT. JULIET, TENNESSEE

INDUSTRIAL DEVELOPMENTS INTERNATIONAL, INC.

Building Area: 556,000 Square Foot Shell Distribution Center

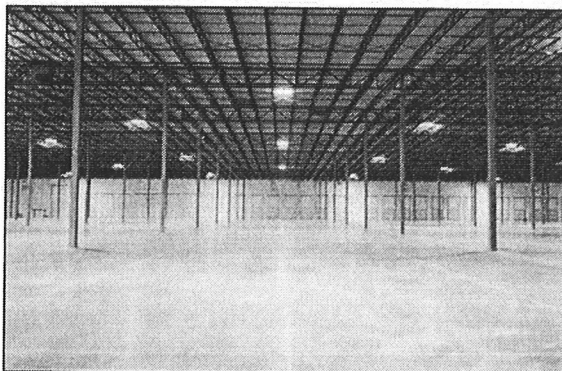
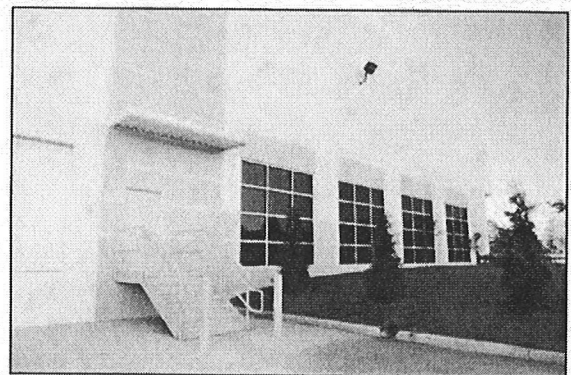
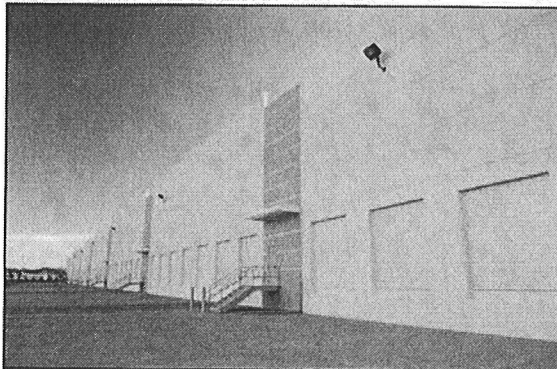
Structural System: Structural Steel

Exterior Skin: Concrete Tilt-Up

Roof: TPO Roofing System

Construction Duration: 11 Months

Architect: MacGregor & Associates



www.twfrierson.com
info@twfrierson.com

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 9, 2013

DEPARTMENT: Councilwoman Brackenbury

AGENDA # 5

SUBJECT:

Natural Substance Shop

SUMMARY:

Councilwoman Brackenbury requested this item be placed on the agenda.

RECOMMENDATION:

ATTACHMENT:

☐ Resolution
☐ Ordinance

☐ Correspondence
☐ Contract

☐ Bid Tabulation
☐ Other

Approved ☐
Rejected ☐
Deferred ☐

Notes:

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 9, 2013

DEPARTMENT: COUNCILMAN OVERTON

AGENDA # **le**

SUBJECT:

Resolution Distillery Opt Out

SUMMARY:

On June 25, 2013 Councilman Overton asked that this be deferred to the July 9, 2013 Council Committee.

RECOMMENDATION:

ATTACHMENT:

☒ Resolution
☐ Ordinance

☐ Correspondence
☐ Contract

☐ Bid Tabulation
☒ Other

Approved ☐
Rejected ☐
Deferred ☒

Notes:



JOE H. THOMPSON
CITY ATTORNEY

MEMORANDUM

TO: MAYOR JO ANN GRAVES, MEMBERS OF GALLATIN CITY COUNCIL.
FROM: JOE H. THOMPSON, CITY ATTORNEY
SUBJECT: PUBLIC CHAPTER 445 - DISTILLERIES
DATE: JUNE 20, 2013

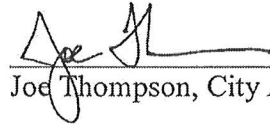
At the last committee meeting in May, the City Council asked for an analysis of Public Chapter 445 ("PC 445"), signed into law by the governor on May 16, 2013. One of the prime areas of confusion seems to lie with what is covered by the new law, and what impact, if any, it will have on businesses seeking to locate to Gallatin.

The law revises the mechanism for a city to approve the manufacture of *intoxicating liquors or drinks*. The following is a listing of points that you should take into account in your deliberations on this issue:

- *Intoxicating liquors or drinks* is a defined term in the Tennessee Code Annotated and it only means "alcohol, spirits, liquors, wines and every liquid or solid, patented or not, containing alcohol, spirits, liquor or wine." **In short, the legislation does not apply to beer (drinks containing less than 5% alcohol by weight). The manufacture of beer is already permitted by state law and local ordinance.**
- In the past and until July 1, 2013 when PC 445 becomes effective, cities allowed residents to decide by referendum whether the manufacture of intoxicating liquors or drinks within their city limits was allowed.
- Effective July 1, 2013, that right has been removed by the Tennessee General Assembly if the city has approved both liquor by the drink and retail liquor sales. The City of Gallatin has approved both of these measures by referendum.
- The City Council can choose to opt out of the provisions of PC 445 by passing a resolution. If it chooses to opt out, it may reverse this action at some point in the future by passage of a resolution reversing the action.
- Under PC 445, cities cannot impose most distance limitations, or a cap on the number of manufacturers of intoxicating liquors or drinks.

- If the City Council chooses not to opt out, then a manufacturer of intoxicating liquor or drinks would still be subject to local zoning requirements. The planning department has evaluated the use classification for this type of activity and determined that manufacturers would be permitted in the IR (Industrial Restricted) and IG (Industrial General) zoning classifications.

The foregoing has only been a summary of PC 445 and I would urge you to contact me if you have any other questions that I have not addressed in this memorandum.



Joe Thompson, City Attorney

RESOLUTION NO. R1306-24

**A RESOLUTION TO REMOVE THE MUNICIPALITY FROM THE APPLICATION OF
MANDATORY ALLOWANCE OF THE MANUFACTURE OF ALCOHOLIC
BEVERAGES**

WHEREAS, Tennessee Code Annotated, § 57-2-103, makes it lawful to manufacture intoxicating liquors or intoxicating drinks, or both, within the boundaries of certain jurisdictions; and

WHEREAS, Tennessee Code Annotated, § 57-2-103, allows a municipality to adopt a resolution to remove the municipality from the application of such provisions;

WHEREAS, no written notification has been filed with the legislative body of the municipality expressing an intent to pursue all lawful avenues to manufacture intoxicating liquors or intoxicating drinks, or both, within the boundaries of the municipality;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that pursuant to Tennessee Code Annotated, § 57-2-103(d)(3) the City elects to remove itself from the application of Tennessee Code Annotated, § 57-2-103(d). Upon the effective date of this resolution the manufacture of intoxicating liquors or intoxicating drinks, or both, within the boundaries of the City of Gallatin, Tennessee shall not be lawful.

BE IT FURTHER RESOLVED BY THE CITY OF GALLATIN, TENNESSEE, that this resolution shall take effect from and after its final passage, the public welfare requiring such.

IT IS SO ORDERED.

PRESENT AND VOTING

AYE:

NAY:

DATED:

MAYOR JO ANN GRAVES

ATTEST:

CONNIE KITTRELL, CITY RECORDER




APPROVED AS TO FORM:

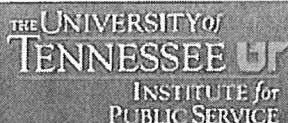
JOE H. THOMPSON, CITY ATTORNEY

Joe Thompson

From: UT-MTAS [mtas@tennessee.edu]
Sent: Tuesday, May 21, 2013 4:00 PM
To: City Attorney
Subject: Distilleries in Tennessee - Update from 2013 Legislative Session

If you're having trouble viewing this email, you may [see it online](#).

Share This:   



Municipal Technical Advisory Service

At the tail end of their 2013 session, the Tennessee General Assembly passed SB0129/HB0102. The bill, which as of the date of this writing has yet to be assigned a public chapter number, amends Tennessee Code Annotated, §§ 57-2-103 and 57-3-202 to make the manufacture of intoxicating liquors, intoxicating drinks (including high-alcohol content beer), or both, lawful in the following jurisdictions:

1. A city or county that has approved the manufacture of intoxicating liquors or intoxicating drinks, or both, via a public referendum;
2. A city or county that has approved both retail package sales and consumption of alcoholic beverages on the premises through a referendum;
3. A city or county with a premier tourist resort district in which it is lawful to sell alcoholic beverages for on premises consumption;
4. A city with a population of less than 1,000 that is located in a county in which any jurisdiction within the county has approved retail package sales through referendum and any jurisdiction within the county has approved consumption of alcoholic beverages on the premises through referendum;
5. A city with a population of less than 1,000 that is located in a county that is included in a Tennessee River Resort District and has approved retail package sales through referendum; or
6. A city or county where it is lawful to have manufacturing of intoxicating liquors or intoxicating drinks, or both, prior to the effective date of the act.

Pursuant to the bill, distilleries and the manufacture of alcoholic beverages will become lawful upon its effective date. However, a city that wishes to continue to prohibit the manufacture of alcohol can do so via a resolution which removes application of this law. Such a resolution must be passed before a person files an official notice with city of his intent to pursue all lawful avenues to manufacture alcohol within the city limits. No notice may be filed prior to 45 days after the effective date of the bill which is assumed to be July 1, 2013. Thus a notice of intent can be filed with the city as early as August 14, 2013, assuming our prediction of the effective date of July 1, 2013 is correct. A city meeting one of the aforementioned criteria that wishes to continue to prohibit the manufacture of alcohol should pass a resolution prior to that date. Click here to [view a sample resolution in MORE](#) or [download a Word version](#).

Confirmation of the effective date and other details will be provided in a subsequent email once the public chapter is published. Should you have any questions, please contact your MTAS management consultant.

If you have any technical problems with this email or with MORE, please contact [Lisa Shipley](#) at 865.974.9822.

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 9, 2013

DEPARTMENT: Mayor's Office/Rosemary Bates

AGENDA # 7

SUBJECT:

Applicants for Personnel Official/Director of Human Resources

SUMMARY:

The position of Personnel Official/Director of Human Resources was opened to the public with a deadline of June 26, 2013 to submit a resume, cover letter and references. 32 people submitted their names for consideration. A list of the 32 applicants and a copy of all resume packages were delivered to each Council person on Friday, June 28, 2013.

After a cursory review, it appears there are seven applicants whose current or very recent job experience is/has been as a Human Resources Director or Specialist. A list of those names is attached along with the current job description for Personnel Official.

On June 18, 2013, Council adopted Ordinance #O13Ø6-36 renaming Personnel Official to Director of Human Resources. Changing the name of the job will necessitate approval of a new job description. Other language in Ordinance #O13Ø6-36 may also necessitate changes in the job description and subsequent adoption by Council.

How would the Council like to proceed in the process of hiring a new Director of Human Resources? Please bring your packet of resumes delivered to you on June 28, 2013.

RECOMMENDATION:

Interview all seven applicants with direct experience as a Human Resources Director/Specialist.

ATTACHMENT:

☐ Resolution
☐ Ordinance

☐ Correspondence
☐ Contract

☐ Bid Tabulation
☒ Other

Approved ☐
Rejected ☐
Deferred ☐

Notes:

PERSONNEL OFFICIAL

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work planning, organizing and directing the City's overall personnel program; does related work as required. Work is performed under the general supervision of the Mayor. Supervision is exercised over department personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions and noise. The worker may be exposed to blood-borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and supervising the city personnel program; preparing and maintaining official records and files.

Oversees the City's personnel management programs including classification and pay, employee relations, affirmative action, recruitment and selection, performance appraisal and benefits administration;

Conducts research on legal and administrative matters;

Composes, types and distributes materials for Mayor and Council;

Prepares ordinances and resolutions for consideration by the City Council;

Facilitates and assists the staff and Personnel Board with grievances and disciplinary actions;

Provides employee and supervisory counseling;

Implements and enforces City-wide personnel policies and procedures;

Coordinates management, supervisory and employee training programs;

Conducts employee orientation program;

Administers benefits program;

Assists the City Council, City officials, department directors, supervisors and employees on personnel related matters;

Conducts classification and pay plan update;

Screens applicants, appraising their qualifications and recommends qualified candidates for interviews with department heads for hiring and/or promotion;

Maintains records and handles related correspondence;

Oversees the processing and maintenance of personnel records and files;

Supervises the Switchboard Operator/Receptionist in the performance of his/her duties;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the philosophy, practices, legal principles, Federal laws and guidelines as they relate to public personnel administration; general knowledge of the methods and practices of classification and pay, testing and selection and affirmative action; general knowledge of governmental organization and administration; general knowledge of organizational development and behavior; ability to present ideas effectively, either orally or in written form; ability to establish and maintain effective working relationships with City officials, supervisors, employees and the general public; ability to conduct evaluations and studies, and to prepare related reports and recommendations.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in personnel management or related field and some professional experience in public personnel management.

SPECIAL REQUIREMENT:

Possession of an appropriate driver's license valid in the State of Tennessee.

Applicants for City of Gallatin
Personnel Director/Director of Human Resources

*Applicants with current/recent direct experience as a
Human Resources Director or Specialist*

First	Last	Experience
Angela	Bryant-Ware	Current Human Resources Specialist, Metropolitan Development & Housing Agency, Nashville
Debbie	Johnson	Former Asst. Vice Chancellor for Human Resources, System-wide Affirmative Action Officer; TN Board of Regents System Office in Nashville
Jill	Johnson	Current Human Resources Director, City of Mt. Juliet
Regan	Morrison	Current Human Resources Deputy Director/Manager, Ohio Dept. of Transportation
Amy	Summers	Current Interim Personnel Official, City of Gallatin; Personnel Specialist
Ann	Whiteside	Current HR consulting; Former Sumner County Human Resource Director
Brian	Woodall	Current U.S. Army Senior Operations/Human Resources Manager, Light Infantry Task Force, Germany

**CITY OF GALLATIN
COUNCIL COMMITTEE AGENDA**

July 9, 2013

DEPARTMENT: Mayor

AGENDA # 8

SUBJECT:

Fiscal Year 2013-14 Budget

SUMMARY:

Discussion

RECOMMENDATION:

ATTACHMENT:

☐ Resolution
☐ Ordinance

☐ Correspondence
☐ Contract

☐ Bid Tabulation
☐ Other

Approved ☐
Rejected ☐
Deferred ☐

Notes: